

Records Branch  
Sales Management Division  
Superintendent of Documents  
United States Government  
Printing Office  
1981



# **PRF User's Manual**

A Guide to Using the  
GPO Sales Publications  
Reference File

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Sales Management Division  
Superintendent of Documents  
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## CHAPTER 1

# GPO Sales Publications Reference File (PRF)

### Introduction

The "GPO Sales Publications Reference File" or PRF is a 48X microfiche catalog of publications sold by the Superintendent of Documents, Government Printing Office. The PRF lists all publications currently for sale by the Superintendent of Documents as well as forthcoming and recently out-of-stock items.

### Frequency of Issue

There are two parts to the PRF: the cumulative file of approximately 300 microfiche and a supplement, called "GPO New Sales Publications," that is usually 1 or 2 microfiche. The cumulative file is issued to subscribers and Depository Libraries every two months—in January, March, May, July, September, and November. The supplement, issued monthly, lists new and reprinted publications added to the active sales inventory in the past month.

A weekly edition of the cumulative PRF is issued to GPO personnel and is available to subscribers for a special higher rate.

### Who Can Use the PRF?

PRF can be used by anyone interested in Federal Government documents—bookstore staff, librarians,

students, teachers, business people, researchers, and others. PRF can be used:

- To identify specific publications sold by the Superintendent of Documents; to determine their availability, prices, and stock numbers.
- To find out what the Government is publishing on a particular subject; to supplement other information sources on Federal Government publications.
- To identify Government publications which may be used in GPO Depository Libraries. Over 1300 libraries in the United States have GPO depository collections open to the public. About 1150 of these libraries receive the PRF.

### Scope

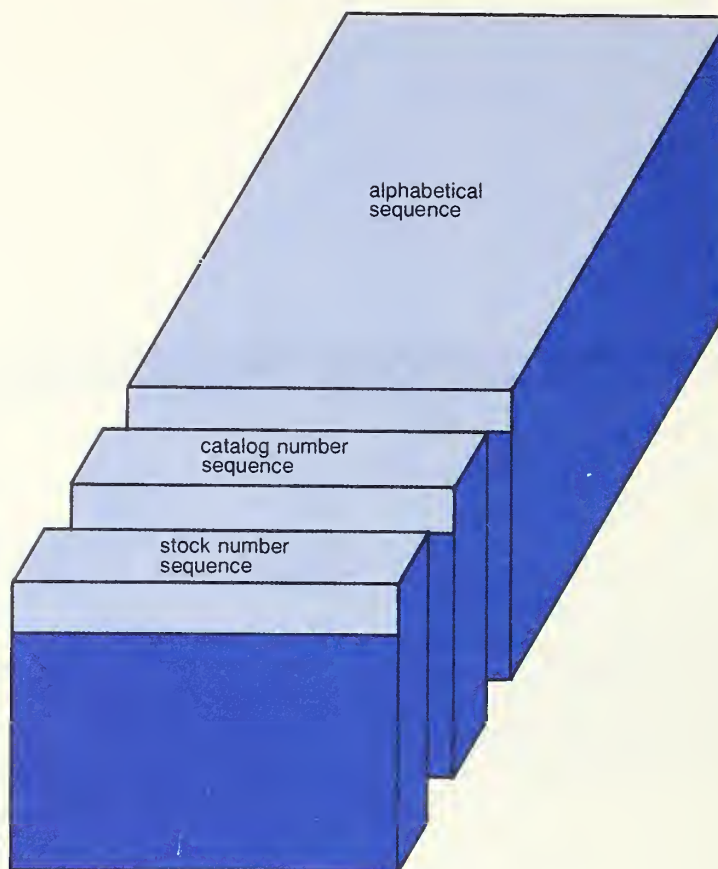
Almost any subject can be discussed in a Government document: solar energy, gardening, home building, geology, space exploration, occupations, military history, public transportation—as well as Government reports, laws, and regulations.

Publications include books, pamphlets, periodicals, maps, posters, microfiche and other materials supported and published by the United States Government and sold by GPO.

About 25,000 titles are in stock at any one time. PRF includes bibliographic citations to documents from over 60 major Federal departments and agencies, as well as from smaller Federal bureaus.

Most of the publications on PRF were issued in the last five years. However, PRF does cite many earlier publications still available from GPO.

**Figure 1** PRF Microfiche



## Arrangement

The microfiche has three sequences:

- (1) The "stock number sequence" starts with microfiche #1. The stock numbers are arranged in numerical sequence, from 001-000-00006-3 to 099-000-03865-9 as of this writing.
- (2) The "catalog number sequence" begins with A 1. and continues through Y 10. Catalog numbers for "Forms" follow in a separate sequence.  
The catalog number is the "Superintendent of Documents classification number" or "SuDoc class number." In this manual, it is called simply the catalog number.
- (3) The "alphabetical sequence" is a dictionary arrangement, in alphabetical order, of all titles, series, key words, key phrases, subjects, and personal authors.

## Finding the Right Microfiche

The color stripe at the top of each microfiche is the header. The header works like a telephone directory page guide: it gives the first and last entries on each microfiche. In the example shown in Figure 2, the first entry is for "Minnesota Dulut" and the last entry is for "Money Income An." The words are cut short on the header because of space limitations. The "203 of 290" in the upper right corner indicates this is number 203 in the set of 290 microfiche. These numbers simplify refiling microfiche after use. The microfiche in this example was produced on January 22, 1981.

## Microfiche Grids

A grid system is used to locate information on the microfiche. Each microfiche is divided into rows and columns: rows are lettered A to O; columns are numbered 1 to 18. Each frame is designated by a letter and a number: A1, B6, J12, etc.



There are 270 frames on a microfiche and an average of 2 or 3 records to a frame. The last frame (O18) is the index frame.

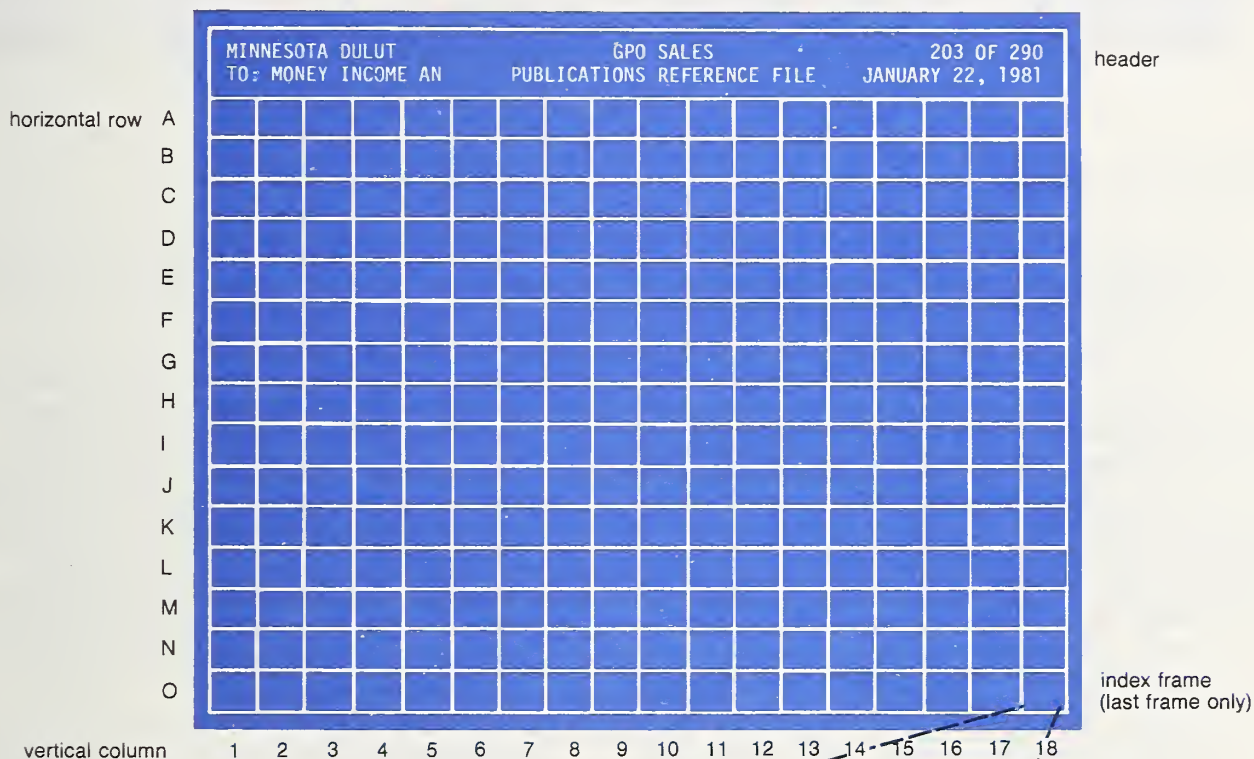
The index lists the first heading on each frame and gives the frame number.

Part of an index frame is shown in Figure 3. If you were looking for publications about the Mississippi River, you would look on frames O8 through F9.

## Using the Index Frame

Once you find the microfiche you need, refer to the index frame in the bottom right corner (frame O18).

**Figure 2** Sample Microfiche



**Figure 3** Excerpt from Index Frame

frame number

L	8	MISSISSIPPI	DEL
M	8	MISSISSIPPI	GUL
N	8	MISSISSIPPI	PAS
O	8	MISSISSIPPI	RIV
A	9	MISSISSIPPI	RIV
B	9	MISSISSIPPI	RIV
C	9	MISSISSIPPI	RIV
D	9	MISSISSIPPI	RIV
E	9	MISSISSIPPI	RIV
F	9	MISSISSIPPI	RIV
G	9	MISSISSIPPIAN	A

first entry on frame O 8

Publications about the Mississippi River can be found on frames O8 to F9 of the sample microfiche.

**Figure 4 Sample Record (showing a typical entry on the PRF)**

```

*****
1—KEY PHRASE:           MARKETING IN CANADA OBR 79 35
2—STOCK STATUS: IN STOCK - WAREHOUSE & RETAIL (PRICED)
3—STATUS CODE: 04      STATUS DATE: 01/10/80
4
5
6
7
8
9
10—TITLE:              Marketing in Canada, OBR 79-35
11—AUTHOR:             Fernandez, Kenneth L.
12—DOCUMENT SOURCE:    Commerce Dept., Industry and Trade Administration
13—IMPRINT:            1979: 36 p.; ill.
14—DESCRIPTION:        Overseas Business Reports 79-35. Issued with perforations. Prepared by
                        Kenneth L. Fernandez, Office of Country Marketing. International Marketing
                        Information Series. Item 231-B.
15—NOTE:               Supersedes C 57.11:76-02, S/N 003-000-90465-2 and C 57.11:78-07, S/N
                        003-000-90593-4. Weight: 3 oz.
16—SB NOS:             SB123 SB125 SB278
17—BINDING:            Self Cover, Stitch; Paper.
18—PRICE:              01/09/80
                        Each
                        $1.25 NON-PRIORITY-DOMESTIC
                        $1.60 NON-PRIORITY-FOREIGN
                        Discount _____
*****

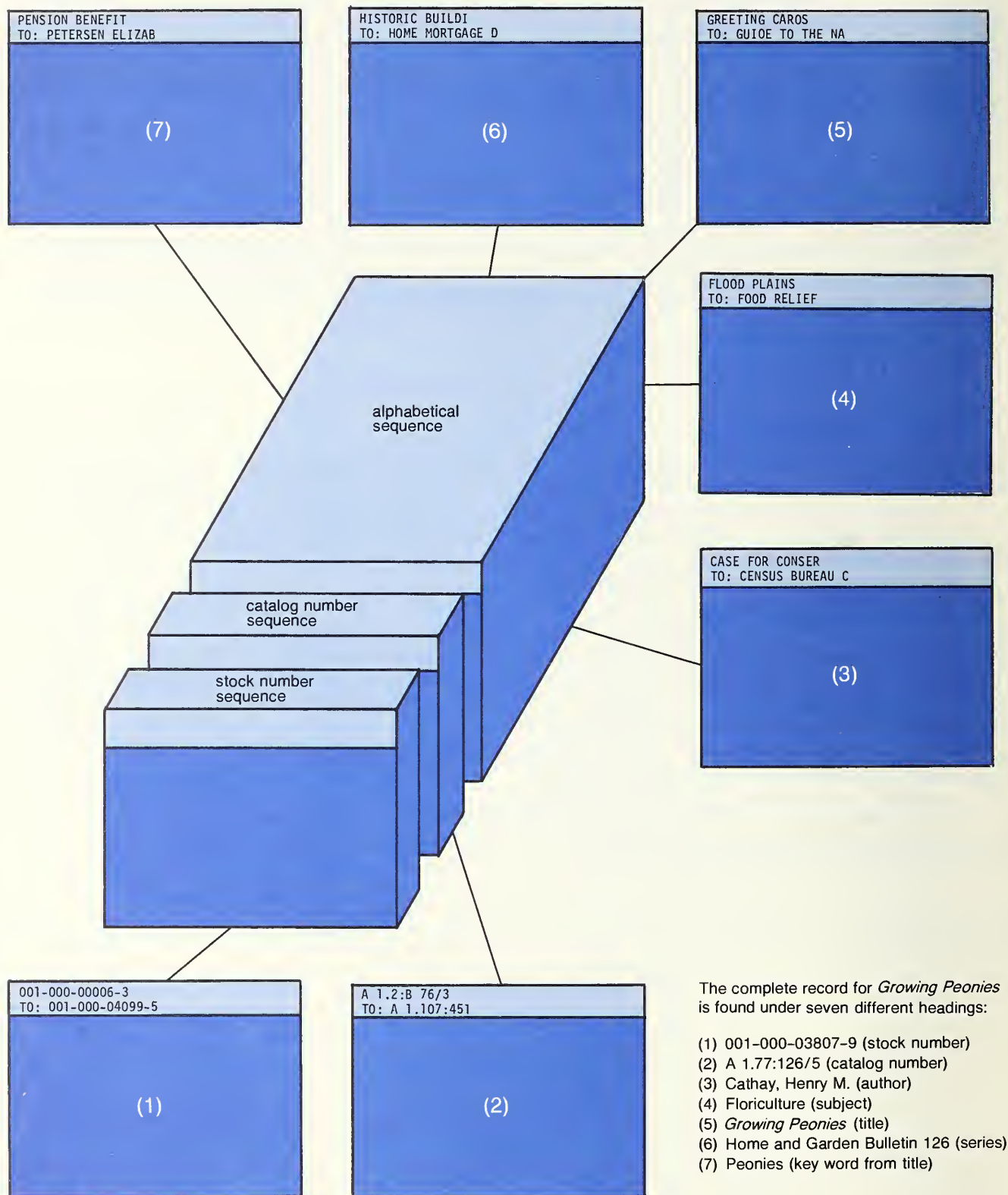
```

## Parts of the Record

- (1) **Key Phrase** Any heading that indexes the publication and sorts on the microfiche. The term "key phrase" refers to any access point: stock number, catalog number, title, author, series, subject heading, as well as key words from the title.
- (2) **Stock Status** Tells whether or not an item is available for sale from GPO. Most publications listed are available, but some are forthcoming or out-of-stock.
- (3) **Status-Code** Numerical symbol for the stock status.
- (4) **Status-Date** Date the status of the publication was changed.
- (5) **Stock Number** The unique 12-digit hyphenated number (000-000-00000-0) that GPO Sales uses to identify a publication or subscription. This number should be used when ordering a publication.
- (6) **Location** Symbol for the unit in the GPO retail warehouse where copies of the item are stored.
- (7) **Sub List** Symbol used by GPO Sales to identify a subscription, or a publication available on standing order service.
- (8) **Catalog Number** Superintendent of Documents classification number. Many Depository Libraries use catalog numbers to arrange documents on shelves in their collections.
- (9) **Title** Name of document. Usually taken from the title page. May be taken from the cover, envelope, or mailing carton of items without a title page.
- (10) **Author** Person(s) who wrote the document. May also refer to editors, illustrators, compilers, or task force leaders named prominently in the publication.
- (11) **Document Source** Name of the Federal agency that issued or released the document. Often it is what librarians refer to as the "corporate author."
- (12) **Imprint** Gives the year the publication was printed, the number of pages, and related information.

- (13) **Description** Provides other information about the publication. Includes, as applicable: departmental series, report number, complete title, alternate titles, additional information about personal/corporate authors, scope note or brief abstract, department contract number, ISBN, ISSN, Library of Congress card number, and the Depository Library item number.
- (14) **Note** This paragraph is used for special information. Includes, as applicable: weight of the publication, supersession information, SL number (number assigned to the publication when listed in GPO's *Selected U.S. Government Publications*), CIC number (number assigned the publication when listed in the *Consumer Information Catalog*), reprint information, and other sales information.
- (15) **SB Nos** Numbers of the GPO Subject Bibliographies in which this publication and others on similar subjects are to be listed.
- (16) **Binding** Gives binding, cover material, and related information.
- (17) **Price** Gives the domestic and foreign prices for non-priority mailing, the date the price was established, and the unit of issue.
- (18) **Discount** "Discount" means the price will be discounted for customers ordering certain bulk quantities and for bookdealers. "No Discount" means bookdealers and bulk orders will not receive discounts.

**Figure 5** How a Typical Publication Is Indexed





## CHAPTER 2

# Search Strategy for the PRF

### Introduction to Search Strategy

Any type of catalog, directory, or index requires some preliminary thought before a "search" is made of the file. A great deal of time can be saved by using thoughtful search techniques. Determining the most efficient approach for retrieving an individual publication will depend on the information available in the inquiry and your knowledge of both the file and the publications it contains.

Most publications appear on the microfiche under seven or more different headings, i.e. by:

- (1) stock number
- (2) catalog number
- (3) title
- (4) author
- (5) series
- (6) subject headings
- (7) key words (usually taken from the title)

If you have a stock number, catalog number, good title, author, or series, you can usually find what you are looking for with a minimum of difficulty. If you don't find the publication under any of these categories, look for a phrase or word that may apply.

For example, the publication *Growing Peonies* is found in the stock number sequence under 001-000-03807-9. It can also be found in the catalog number sequence under the "A's" for the catalog number A 1.77:126/5.

It is also indexed in the alphabetical sequence under:

- (1) The "G's" for the title *Growing Peonies*
- (2) The "C's" for the author "Cathey, Henry M."
- (3) The "H's" for the series "Home and Garden Bulletin 126"
- (4) The "F's" for the subject heading "Floriculture"
- (5) The "P's" for the key word "Peonies"

Each time the record is repeated on the microfiche, all the available information is present. This may include stock number, catalog number, location, title, author, document source, description, note, SB numbers, binding, and price. Subject headings are printed in the "key phrase" sorting line only and do not necessarily appear elsewhere on the record.

Subject headings, key words, titles, authors, and series are interfiled in the alphabetical section of the microfiche. Titles that begin with a word or phrase that is also a subject heading are also found under that subject heading. This may cause the record to be duplicated in the same area of the microfiche. For example, the microfiche with the heading "Birds" might have entries for:

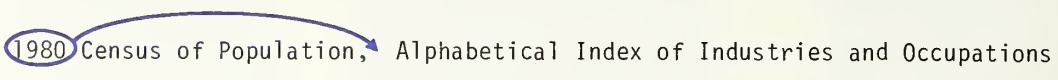
Birds  
Birds  
Birds  
Birds of the Northeast  
Birds of the Superior National Forest  
Birds of Town and City  
Birnbaum Howard

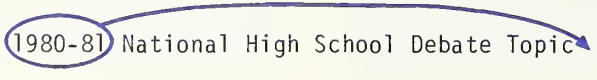
Since the publication *Birds of the Superior National Forest* is about birds, it is indexed under "Birds" as well as under its title.



**Figure 6** Titles That Begin With a Year or Number

When a title begins with a year or number, the year is transposed and the number is written out.

  
1980 Census of Population, Alphabetical Index of Industries and Occupations

  
1980-81 National High School Debate Topic

**Two**  
~~X~~ Over Mars

**Two hundred**  
~~X~~ 200 Years, Fish and Wildlife

There may be a considerable number of publications under one subject heading. However, the publications are arranged alphabetically by title under the subject heading. In some cases, this will enable you to skip over titles you don't want.

For example, suppose you are interested in a publication on national parks in the State of Colorado. If this publication is in the file, it may be found under the subject heading "Colorado." After you find this heading, search the titles, skipping the titles starting with "Area Wage Survey..." or "Census of..."

### Articles—A, An, The

Articles at the beginning of titles are dropped:

- ~~X~~ A Discursive Dictionary of Health Care
- ~~X~~ An Introduction to Sonar
- ~~X~~ The Quiet Sun

If you were searching for these titles, you would look on the microfiche in the alphabetical sequence under:

- D's for Discursive
- I's for Introduction
- Q's for Quiet

Articles in the body of titles are retained:

*Establishing a Trout-Marketing Cooperative*  
*Domestic Food Programs, An Overview*  
*Selling the Solar Home '80*

There are times when retaining articles in the body of a title can make retrieval of the publication on the microfiche difficult. In these instances, you may be able to anticipate when an article has been included and you should search the microfiche accordingly. For example,

*Guide to Industrial Respiratory Protection* would fall before *Guide to the History of Cartography*.

### Titles That Begin With a Year or Number

Sometimes the title of a publication begins with a year or a number. This type of title is particularly troublesome because numbers sort after letters on

the PRF microfiche. To avoid sequencing problems, the following rules are applied:

- (1) If a title begins with a year, the year is transposed:

Title on publication: *1980 Census of Population, Alphabetical Index of Industries and Occupations*

On PRF: *Census of Population, 1980, Alphabetical Index of Industries and Occupations*

Title on publication: *1980-81 National High School Debate Topic*

On PRF: *National High School Debate Topic, 1980-81*

If you were searching for these titles on PRF, you would look in the alphabetical sequence under the "C's" for "Census" and the "N's" for "National."

- (2) If a title begins with a number, the number is written out:

Title on publication: *2 Over Mars*

On PRF: *Two Over Mars*

Title on publication: *200 Years, Fish and Wildlife*

On PRF: *Two Hundred Years, Fish and Wildlife*

These titles are found in the alphabetical sequence under the "T's" for "Two."

Numbers which fall near the beginning of a title may also be written out, if the numbers affect sorting. For example, the title *Outline for the 70's, An Economic Review* is entered as *Outline for the Seventies, An Economic Review*.

## Helpful Headings

Listed below are some headings in the alphabetical sequence of PRF that bring together useful groups of publications.

Annual Reports...	History of...
Bibliographies	Maps
Children's Publications	Microfiche
Coloring Books	Posters
Dictionaries	Proceedings of...
Directories	Spanish Publications
Government Periodicals	Teaching Materials
and Subscription Services	

For example, to find a complete listing of bibliographies sold by the Superintendent of Documents, check the alphabetical sequence under "Bibliographies." There you will find the bibliographies listed in alphabetical order by title. For a complete listing of maps for sale, check the heading "Maps," and so forth for other types of publications.

## Geographic Headings

On the PRF, books about cities in the United States are indexed under the name of the State followed by the name of the city, and under the name of the State. For example, the Area Wage Survey for South Bend, Indiana is indexed under "Indiana, South Bend" and under "Indiana." "United States" is always spelled out, even when it is abbreviated in the title of a publication. Most publications about the United States are indexed under more specific headings.

Publications about foreign countries are usually indexed under the popular name of the country. Some publications are also indexed under the official name, if that name is used prominently in the publication.

## Annual Reports of Government Agencies

Titles for annual reports often vary from year to year, making it difficult to group related reports in chronological order. For this reason, a standard format for annual reports is usually followed.

The title is constructed using the name of the department or agency and the date of the report—regardless of what appears on the title page or cover of the publication.

Title format for annual reports:

*Commerce Department Annual Report, 1978*  
*Interstate Commerce Commission Annual Report, 1980*  
*Geological Survey Annual Report, 1979*

The actual title appearing on the title page or cover of the publication is included in the Description and is usually assigned as a Key Phrase.

In addition, annual reports can be found on PRF grouped under the generic headings “Annual Reports” and “Annual Report of . . .”

For example, the annual report of the Commerce Department for the year 1978 is found on PRF under:

*Commerce Department Annual Report, 1978* (constructed title)

*Managing the Nation's Commerce* (title as it appears on the publication)

Annual Reports, Commerce Department  
Annual Report of the Commerce Department, 1978

## Proceedings

Conference proceedings can be found on the microfiche under standard retrieval terms—stock number, catalog number, title, authors, key words and phrases, subject headings, series, and conference name. In addition, proceedings are grouped together on the microfiche under the phrase “Proceedings of . . .”

## Acronyms

As a rule, if a title begins with an acronym, the title is entered on PRF exactly as it appears on the publication. An additional key phrase is made for the acronym written out. Examples:

Title: *USDA Grade Standards for Food*  
Key Phrase: United States Department of Agriculture Grade Standards for Food

Title: *DOT Metricube*  
Key Phrase: Department of Transportation Metricube

## Stock Numbers

The stock number serves as the primary means of identification for the computerized PRF file and is the number used by the GPO Sales Program to process orders.

Each stock number consists of two three-digit, a five-digit, and a one-digit number, separated by hyphens (008-007-01234-0). The first three digits represent the department, the second three the agency, bureau, or service. Thus, 008- refers to the Department of Defense, 007- to the Defense Logistics Agency. The five-digit number is a unique number assigned to the particular publication. The one-digit number serves as a numeric check for computer verification of the three preceding groups of numbers.

Stock numbers are assigned by the GPO Documents Sales Service.

## Catalog Numbers

The catalog number is the second unique number assigned to each publication. Catalog numbers are assigned and used by the GPO Library and Statutory Distribution Service.

Catalog numbers (also called Superintendent of Documents classification numbers and SuDoc numbers) group publications from the same Government agency together in an archival arrangement by office and series. Many Depository Libraries use catalog numbers to arrange documents on shelves in their collections.

The catalog number is more complex than the stock number, but also more informative. The catalog number can provide a great deal of pertinent information about a document, including the issuing agency, series and series number, volume number, number of revisions, or year.

For example, D 7.6/7:4215.1/6 means this is the sixth edition of Handbook 4215.1 issued by the Defense Logistics Agency. The exact breakdown is:

D	for	Defense Department
7.	for	Defense Logistics Agency
6/7:	for	handbooks
4215.1	for	Handbook 4215.1
/6	for	sixth edition

The catalog number sequence on PRF is useful for locating related publications and publications that are revised and amended frequently.



## CHAPTER 3

# GPO New Sales Publications Microfiche

GPO New Sales Publications, a monthly supplement to the PRF, is included as part of the PRF subscription. Consisting of one or two microfiche, it lists "new" publications offered for sale during the past month. The publications are listed in only one sequence, alphabetically by title.

"New" publications include:

- (1) forthcoming publications with prices;
- (2) new publications in stock for the first time;
- (3) reprints of older publications that have come back in stock.

On reprinted publications, the capitalized word REPRINT appears in the Note field. This can alert you to the fact that the publication has been in

existence for some time. If you are using the file for acquisitions, a reprinted publication may already be in your collection.

All publications on the GPO New Sales Publications microfiche are also indexed on the PRF.

The latest issue of the GPO New Sales Publications microfiche can be used for ordering publications. When you order, always use the latest issue of either the cumulative PRF or the GPO New Sales Publications microfiche. Prices and statuses are constantly changing and information on older microfiche may be outdated and inaccurate.

**Figure 7** GPO New Sales Publications Microfiche

Issued as a monthly supplement to the PRF, this single microfiche lists new and reprinted publications in alphabetical order by title.



## CHAPTER 4

# Exhausted GPO Sales Publications Reference File (EPRF)

### What Is It?

Each January, a number of out-of-stock publications are removed from the PRF. These out-of-stock publications are transferred to the Exhausted GPO Sales Publications Reference File (EPRF).

EPRF is a 48X microfiche index of out-of-stock publications. It is not included as part of the PRF subscription, but is sold separately as a companion file.

As of 1981, there are two editions of the EPRF: 1980 and 1981.

The EPRF published in 1980 covers documents that went out-of-stock over a six year period—from 1972 to December 1978. The file cites over 25,000 documents; it is composed of 136 microfiche.

The EPRF published in 1981 is a supplement to the 1980 EPRF. It covers documents that went out-of-stock over an eighteen month period—from January 1979 to June 1980. The file cites about 9000 documents; it is composed of 76 microfiche.

In the future, GPO plans to update the EPRF by issuing supplementary cumulations once a year.

EPRF is identical to the PRF in its indexing and microfiche format. It can be searched in the same way as the PRF.

### How Can EPRF Be Used?

The EPRF provides a ready reference file of historical bibliographic information that can be helpful in identifying older publications. While the EPRF does not claim to be the final authoritative source for identifying all Government documents, it does serve as a useful companion volume to the PRF.

If you do not find a publication listed on PRF, you can search the EPRF to determine if the publication was sold by GPO in the past. Bibliographic information on the EPRF may aid in locating a copy of the publication in a Depository Library or from the issuing agency. If a publication cannot be found on either PRF or EPRF, it can be searched in the *Monthly Catalog* and/or other indexes.



## CHAPTER 5

# Stock Statuses

### *Status*

#### *Code Definition and Ordering Information*

**01 New Requisition (Not Priced)**

Item is being printed but price has not been determined. No backorders can be accepted until a price is established. Keep checking because a price should be established soon.

**02 New Requisition (Priced)**

A new item which has been priced and should be in stock within 60–75 days. Backorders are accepted.

**04 In Stock—Warehouse & Retail (Priced)**

Item is priced and available for immediate sale.

**10 Being Reprinted (No Stock in Warehouse or Retail) (Priced)**

Item is priced but is temporarily out of stock and is being reprinted due to demand. Backorders will be mailed as soon as copies are printed. Reprints usually are available within 60–75 days.

**12 Pending Reprint Decision (No Stock in Warehouse or Retail) (Priced)**

Item is out of stock and GPO is deciding whether to reprint. Backorders are accepted during the time the item is in this status, but may be subsequently cancelled if the decision is made not to reprint. Refunds are made if the decision is not to reprint.

**13 Superseded by NNN-NNN-NNNN-N, and**

**14 Previous Edition—New Edition is NNN-NNN-NNNN-N**

Item is out of stock and has been replaced with a newer edition. Usually you will receive the new edition unless the new edition is in a backorder status or is significantly higher in price.

### *Status*

#### *Code Definition and Ordering Information*

**15 Exhausted**

Item is out of stock and normally GPO does not intend to restock it. Occasionally GPO does “revive” exhausted items but most of the time the item cannot be obtained from GPO. Often, a limited number of copies may be obtained by writing to the issuing agency.

**16 Frozen DCB**

No, the item is not literally in the deep freeze! There is a problem with the publication and GPO is taking the item off the shelf until the problem is resolved. During this period, backorders are accepted. In some cases the problem is serious enough to merit total removal of the item from the Sales Program, which will result in a cancelled backorder and a refund. In most cases, however, the problem relates to a missing page, etc., and once the problem is corrected, backorders are mailed.

**19 See Note Field**

Item requires special status and ordering information which appears in the Note field of the record on PRF. Publications sold exclusively by consigned agents and items with unusual ordering information are listed here.

**22 Field Operations Stock (Priced)**

Item is not stocked in the Publications Warehouse in the Washington, D.C. area but copies are available in one or more of the bookstores or in the Public Documents Distribution Center in Pueblo, Colorado. Orders for items in this status should still be forwarded to Washington, D.C.

### Figure 8 Subscription Service Record

```

*****
*KEY PHRASE: BUSINESS AMERICA THE JOURNAL OF INTERNATIONAL TRAOE
*
*STOCK STATUS: IN STOCK - WAREHOUSE & RETAIL (PRICE0) STOCK NO: D03-D0D-80002-4
*STATUS CODE: D4 STATUS DATE: 04/11/77 LOCATION: U8
* SUB LIST: CRTD
* CATALOG NO: C 1.58/4:
*
* TITLE: Business America: The Journal of International Trade
* DOCUMENT SOURCE: Commerce Dept., International Trade Administration
* DESCRIPTION: 81weekly periodical. Subscription price covers issues for 1 year.
* Subscription service begins with the first issue after the order is
* processed. Copies of the latest 13 issues are retained in stock for
* individual purchase. Single copy, $2.00; foreign single copy, $2.50.
* Formerly: Commerce Today, Oct. 19, 1970-Dec. 22, 1975; Commerce America,
* Jan. 5, 1976-Oct. 9, 1978. Some articles from this journal are later
* reprinted as issues of "Overseas Business Reports." CRT0. Item 127-A.
*
* BINOING: Paper Cover, Stitch; Paper.
* PRICE: D9/07/78 Discount
*
* Subscription
* $41.00 NON-PRIORITY-DOMESTIC
* $51.25 NON-PRIORITY-FOREIGN
*****

```

### Figure 9 Public Law Record

```
*****  
*KEY PHRASE: PUBLIC LAW 96 483  
* STOCK NO: D22-DD3-92651-8  
* STATUS CODE: D4 STATUS DATE: 12/10/80 LOCATION: U9  
* SUB LIST: P9602  
* CATALOG NO: GS 4.110:96/483  
* TITLE: Clean Water Act, Amendment Appropriation Authorization  
* DOCUMENT SOURCE: General Services Administration, Office of the Federal Register  
* IMPRINT: 198D: 6 p.  
* DESCRIPTION: Public Law 96-483. An Act to Extend Certain Authorizations in the Clean  
* Water Act, and for Other Purposes. Approved Oct. 21, 1980. Item 575.  
* NOTE: Weight: 1 oz.  
* BINDING: Self Cover, Stitch; Paper.  
* PRICE: 12/10/80 Discount  
* Each  
* $1.00 NON-PRIORITY-DOMESTIC  
* $1.25 NON-PRIORITY-FOREIGN  
*****
```

## CHAPTER 6

# Subscriptions Defined

About 500 subscription services are sold by GPO and indexed on PRF. A complete listing of GPO subscription services can be found on PRF under the heading "Government Periodicals and Subscription Services."

You can identify a subscription service by its stock number and price. The stock number has an 8 at the beginning of the third group of digits (for example, 001-000-80001-2, 050-010-81005-0). Also, the word "subscription" appears above the price.

There are three types of GPO subscription services: dated periodicals; basics and supplements; and irregulars. Dated periodicals are magazines and journals issued on a regular basis: daily, weekly, monthly, and so on. Basics are manuals or volumes with supplements, changes, transmittal notices, etc., issued for indeterminate periods. Many basics are regulations that require frequent updating. Irregulars, more difficult to define, are issued at irregular intervals.

Each subscription service has a record on PRF, with detailed information about the service provided in the Description. In the case of dated periodicals, the Description indicates the number of back issues available for individual purchase.

Some irregulars have a record on PRF for the complete subscription service and separate records for the individual issues. Each individual issue is fully cataloged, with its own stock number, title, price, etc.

As of this writing, individual issues of the following subscriptions are cataloged on PRF:

*Background Notes*

*Code of Federal Regulations*

*Current Population Reports*

*Digest of Public General Bills and Resolutions*

*Opinions of the Attorney General*

*Overseas Business Reports*

*Country Labor Profiles*

*Public Laws*

*Supreme Court of the United States Individual Slip*

*Opinions*

*Supreme Court of the United States Preliminary*

*Prints*

*Treaties and Other International Acts*

### Figure 10 Sample Order—Publication

[illegible]

BEFORE USING THIS FORM, READ IMPORTANT INFORMATION ON REVERSE SIDE  
PLEASE PRINT OR TYPE ALL INFORMATION ON THIS FORM.

[illegible]

**WE REQUEST THAT YOU ORDER A MINIMUM OF \$1.50 WORTH OF MATERIALS.**

**TOTAL ENCLOSED \$ 9.50**

SHIP TO: (If different from above)

ZIP

Unit of Issue

**Explanation**

PK

Package containing multiple copies

EA

Each—single copy

PD

Pad containing multiple sheets

SE

Set of multiple items

KT

Kit of multiple items in a special container



## CHAPTER 7

# How to Order U.S. Government Documents from GPO

### For Faster Service

- (1) Minimum amount of remittance should be \$1.50.
- (2) Always order publications by stock number and title.
- (3) Order subscription services by Sub List ID and title.
- (4) Order individual issues of subscriptions by stock number and title, if the stock number of the individual issue is given on PRF. For example, individual issues of the *Code of Federal Regulations*, *Background Notes*, and *Public Laws* should be ordered by stock number and title.
- (5) Order publications and subscription services on separate order forms. Orders for individual issues of subscriptions should also be forwarded separately from orders for subscription services.

### Ordering Publications via PRF

- (1) Always order using the GPO stock number whenever possible. The format of the stock number is 000-000-00000-0.
- (2) Include complete title for each publication requested.
- (3) Information on stock number, current price, and stock availability is also provided by the Telephone Order and Information Section. Telephone: (202) 783-3238 (if calling through FTS, dial 8-202-783-3238).
- (4) Superintendent of Documents classification numbers are not the best means of ordering sales publications, but are acceptable.
- (5) If you want a previous edition of a particular publication and not the newer edition, indicate this on the order. On the other hand, if you desire the latest edition of a publication, indicate this also.
- (6) For faster delivery, on payment of an additional *priority* mailing cost, publications can be mailed domestic first class or foreign air mail. Postage costs are available upon request. However, all backordered items are mailed via surface mail.



### Figure 11 Subscription Service

[illegible]

## Ordering Subscriptions via PRF

- (1) Always use the latest issue of PRF or the latest quarterly issue of *Government Periodicals and Subscription Services, Price List 36*.
- (2) Indicate whether the order is for an entire service or for an individual issue.
- (3) If the request is for an *entire service*:
  - a. Indicate whether it is a new order or a renewal. If the request is a renewal, submit GPO's renewal card as your order. To avoid breaks in service, submit renewal cards within 30 days of receipt.
  - b. Provide *complete* title of each subscription service, subscription service stock number, and Sub List ID. (Examples of Sub List ID's are NPD, OAG and PULA.)
  - c. For faster delivery, on payment of an additional *priority* mailing cost, most subscription services can be mailed domestic first class or foreign air mail. Postage costs are available upon request. However, on "basic and supplement" subscriptions, priority mailing can be provided only on the material sent initially—future material is sent via surface mail.
- (4) If the request is for an *individual issue*:
  - a. Provide complete title, volume number, issue number, and date if the issue is a dated periodical. Individual issues of most dated periodicals are retained for a maximum of six months after issue date, while supplies last.
  - b. Single issues of certain irregular subscriptions are cataloged individually on PRF. Order these individual issues by stock number and title. Examples include *Code of Federal Regulations*, *Background Notes*, and *Public Laws*.

## Methods of Payment

- (1) Checks
  - a. Make all checks payable to the Superintendent of Documents (*not* to the Government Printing Office).
- (2) Superintendent of Documents Deposit Accounts
  - a. Opening an account requires a minimum initial deposit of \$50.00.

- b. Requests to open a deposit account should be submitted separately to:

Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20402

- c. Deposit account customers should clearly indicate on all orders that their deposit account is to be charged and provide their deposit account number.
  - d. Deposit account customers should always keep enough money in their accounts to cover anticipated purchases to be made in the next 90 days.
- (3) Master Card/VISA:
    - a. Orders for publications or subscriptions may be charged to a VISA or Master Card account.
    - b. Always provide account number and expiration date.
    - c. If an item is in a backorder status, your account will be charged when the item is mailed.

## Standing Order Service

Some publications are now available on a standing order basis. These publications are indicated on the PRF microfiche by a Sub List ID beginning with Z. (For example, ZHLS for *Handbook of Labor Statistics*.)

As of this writing, subscription services are not available on a standing order basis.

If you wish to receive publications on a standing order basis, you must maintain a GPO deposit account or a VISA or Master Card account.

To receive a publication on standing order, submit GPO Form 3468, "Authorization for Standing Order Service."

For more information on standing orders, write:

Superintendent of Documents  
Department 40  
U.S. Government Printing Office  
Washington, D.C. 20402

Publications can only be mailed on a standing order basis when they are first printed. Once you establish a standing order, you will receive future publications in that category.

## If You Have a Problem

With an order for publications:

- (1) Allow 4 weeks for mailing and processing time if the order was sent by mail. If the order was placed by telephone, allow 3 weeks.
- (2) When you write about a problem, include a copy of the order, clearly explain the problem, and provide proof of payment.
- (3) Include a telephone number where you can be reached during business hours.
- (4) Address all inquiries to:

Chief, Service Section  
STOP: SSOS  
U.S. Government Printing Office  
Washington, D.C. 20402  
(202) 275-3050

With a subscription service:

- (1) Allow a minimum of 6 weeks before questioning new service since this is the normal subscription processing time. (Service for most subscriptions begins with the next scheduled issue.)
- (2) Address all inquiries to:

Chief, Subscription Research Section  
STOP: SSOM  
U.S. Government Printing Office  
Washington, D.C. 20402  
(202) 275-3054

- (3) In your letter include title of subscription, Sub List ID, date of order, order number, the subscriber address and proof of payment.
- (4) Be as specific as possible about the problem (for example, specify which issue was missed or last received; quantity; new or renewal order, etc.).

With a deposit account:

- (1) Allow 3 weeks before a new deposit account can be activated and before the new account number will be sent to the account holder.
- (2) If the problem relates to charges made against the account, include a copy of the statement and annotate charges in question.
- (3) Address all inquiries to:

Chief, Deposit Account Section  
STOP: SAOS  
U.S. Government Printing Office  
Washington, D.C. 20402  
(202) 275-2948/2949

If you receive defective publications or you are dissatisfied with the responses from any of the offices listed above, address all inquiries to:

Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20401

## CHAPTER 8

# Sources of Additional Information

The following publications provide additional information about GPO and U.S. Government documents.

### \* *Consumer's Guide to Federal Publications*

Gives information on how to order publications from GPO. Describes some of the services offered by the GPO Sales Program. Also lists Subject Bibliographies, gives the addresses of GPO bookstores, and suggests other sources of Federal publications.

### \* *Government Depository Libraries*

Published by the Congressional Joint Committee on Printing, this booklet includes legal information about the Federal Government Depository Library Program and lists all libraries with depository collections. Includes addresses and telephone numbers.

### \* *Subject Bibliographies*

Each of the approximately 300 Subject Bibliographies lists GPO sales publications on a particular subject. Includes complete ordering information, titles, stock numbers, prices, catalog numbers, year, number of pages, and brief annotations.

### \* *Government Periodicals and Subscription Services (Price List 36)*

Lists all GPO subscription services and provides complete ordering information. Gives titles, prices, Sub List ID's, catalog numbers, and brief annotations.

### \* *Selected U.S. Government Publications*

A monthly list of recent and popular publications for sale by GPO. Provides complete ordering information, titles, prices, stock numbers, catalog numbers, and annotations.

### *Monthly Catalog of United States Government Publications*

For sale on a subscription basis, the *Monthly Catalog* describes and indexes a wide range of Federal Government publications. It includes publications for sale by GPO as well as many publications not sold by GPO. Indexes are cumulated semiannually and annually. For the current price, check the latest issue of PRF, the *Monthly Catalog*, or Price List 36.

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\* Copies are available free of charge from: Superintendent of Documents, Sales Media Branch, STOP: SSMM, Washington, D.C. 20402.





## APPENDIX

# PRF Searching Aid for Depository Library Users

The GPO Sales Publications Reference File (PRF) is a microfiche catalog of all publications for sale by the United States Government Printing Office. It is arranged in three sequences:

- (1) GPO stock numbers
- (2) catalog numbers (Superintendent of Documents classification numbers)
- (3) alphabetical arrangement of titles, key words, subject headings, personal authors, agency series, subtitles, alternate titles, and other headings.

The most useful sequence for library users is the alphabetical section. If you search under a good title, key word, or subject heading, you will probably find what you are looking for easily.

Each microfiche has a header which works like a telephone directory page guide by indicating the first and last entries on that microfiche. On the microfiche, entries are arranged in columns, from top to bottom, and then from left to right.

Many Government documents collections use the catalog number (found near the upper right corner of most records) to arrange documents on their shelves. Documents in these collections can be requested by catalog numbers. Publications that are not yet in stock may not yet have catalog numbers, and may not be in a collection.

Most publications can be found under at least 7 different headings. The record shown below is indexed under:

- (1) stock number 001-000-03807-9
- (2) catalog number A 1.77:126/5

AND in the alphabetical sequence under:

- (3) *Growing Peonies* (title)
- (4) Cathey, Henry M. (author)
- (5) Home and Garden Bulletin 126 (series)
- (6) Peonies (key word)
- (7) Floriculture (subject heading)

Figure 12

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*****
*KEY PHRASE:          GROWING PEONIES                                STOCK NO: 001-000-03807-9 *
*                                                              LOCATION: U1          *
*                                                              *
*STOCK STATUS: IN STOCK - WAREHOUSE & RETAIL (PRICEO)             *
*STATUS CODE: 04      STATUS DATE: 09/08/78                      *
*                                                              CATALOG NO: A 1.77:126/5 *
*                                                              *
*  TITLE:              Growing Peonies                            *
*  AUTHOR:             Cathey, Henry M.                            *
*  DOCUMENT SOURCE:    Agriculture Dept., Science and Education Administration *
*  IMPRINT:            1978: 11 p.; ill. revised ed.              *
*  DESCRIPTION:        Home and Garden Bulletin 126. Item 11.     *
*  NOTE:               Supersedes A 1.77:126/4, S/N 001-000-01283-5. Weight: 1 oz. 1980 SL 24QO *
*  S8 NOS:             S8301                                       *
*  BINDING:            Paper Cover, Stitch; Paper.                *
*  PRICE:              07/19/78                                     Discount *
*                                                              *
*                      Each                                         *
*                      $.80 NON-PRIORITY-DOMESTIC                 *
*                      $1.00 NON-PRIORITY-FOREIGN                 *
*****
```





